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MATERIALS FOR ADULT BASIC EDUCATION--AN ANNOTATED BIBLIOGRAPHY.

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THIS ANNOTATED BIBLIOGRAPHY REFERS TO MATERIALS PARTICULARLY USEFUL TO TEACHERS AND ADMINISTRATORS INTERESTED IN DEVELOPING SPECIALIZED PROGRAMS FOR ADULT BASIC EDUCATION AND LITERACY SITUATIONS. INCLUDED ARE PROFESSIONAL AND PRACTICAL REFERENCES TO ORAL AND WRITTEN COMMUNICATION, ARITHMETIC AND MATHEMATICS, CITIZENSHIP, AND PERSONAL ADJUSTMENT. FOR EACH ITEM A SERIES OF DESCRIPTORS PINPOINTS THE CONTENT COVERED AND THE MAJOR AREAS OF USE FOR PRIMARY, INTERMEDIATE, AND BEGINNING HIGH-SCHOOL LEVELS. THE BIBLIOGRAPHY LISTS 101 REFERENCES. (MC)

OCCASIONAL PAPERS IN READING
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Materials for Adult Basic Education: An Annotated Bibliography

Edward G. Summers
School of Education
Indiana University
March, 1967

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Volume I

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Occasional Papers in Reading is issued on a non-regular basis eight to twelve times per year. Papers can deal with any aspect of reading including articles describing research projects, theoretical speculation on reading, reports and evaluations on innovative program developments, reviews of tests and instructional materials, annotated or analytical bibliographies, and other general or specialized papers of current interest to the reading researcher or practitioner. Manuscripts for inclusion are invited and should be submitted to Dr. Leo Fay, Editor, Occasional Papers in Reading, School of Education, Indiana University, 220 Pine Hall, Bloomington, Indiana 47401. All submitted papers are evaluated by the Editorial Advisory Board, Dr. Edward G. Summers, Chairman.

Materials for Adult Basic Education:

An Annotated Bibliography

Materials for adult basic education and literacy training are available from widely scattered sources. This bibliography lists materials which have been evaluated and found to be particularly useful. Appraisals of the materials are not absolute but can serve as a starting point for teachers and administrators developing programs. The listing is by no means exhaustive. Other sources are available which include comprehensive lists for various levels of instruction. A number of these are included in the section on professional references.

No one set of materials currently available could be considered a total instructional system applicable in all adult learning situations. It is doubtful whether such materials will ever be marketed. The population of adults in need of basic education and literacy training is extremely diverse and their interrelated problems are not amenable to easy solution. Thus, any piece of material included in the bibliography will very likely need to be supplemented by the teacher including: additional prepared lessons for skill building; informal measures to evaluate student needs and progress; and extensive opportunities for purposeful reading. Caution should be exercised in selecting and using the materials listed.

The bibliography is divided into four sections listing instructional material in reading, written and oral communication, arithmetic, citizenship and personal adjustment. A fifth section includes a brief listing of professional references for the teacher. Materials for arithmetic and mathematics are listed separately although they are also often found as constitutent parts of materials designed for other uses. Instructional materials are organized under three somewhat arbitrary levels: Beginning, Intermediate and Advanced. These correspond roughly to primary, intermediate, and beginning high school levels. Only material which could be considered basic material in the usual definition of the term is included. Supplementary reading materials corresponding to the three levels exist in vast quantities and are not easily categorized. For each item in the bibliography a brief series of descriptors is given to pinpoint the content covered and the major areas of use.

I. BEGINNING LEVEL

1. Cass, Angelica W., Live and Learn. New York: Noble and Noble Publishers, Inc., 1962.

   English for foreign born, whole word approach, basic vocabulary of 600 words taken from Cass' Adult Elementary Word List, units on getting a job, social security, driving a car, lower socio-economic groups in urban settings -- reading, personal adjustment, citizenship

2. Cass, Angelica W., Everyday English and Basic Word List for Adults. New York: Noble and Noble Publishers, Inc., 1964.

   Spelling, grammatical usage, provides vocabulary used in various situations such as home, employment, etc., source of vocabulary for lessons -- reading, personal adjustment, handwriting

3. Cass, Angelica W., How We Live. New York: Noble and Noble Publishers, Inc., 1949.

   First year text, English for foreign born, practice exercises, check tests, content related to adult interests -- reading, handwriting, citizenship

4. Clark, Ann Nolan, Safe Drinking Water, Washington, D.C.: Bureau of Indian Affairs, Department of the Interior.

   _____, Group Organization

   _____, Banking

   Duley, Alvin J., Our Family

   Williamson, Vera, I Am A Good Citizen

   Daily, Tonita, My Garden

   Chilocco Teaching Staff, Campus Behavior

   Best, Mary, Catching Sickness

   Hill, Jessie L. I Can Tell Time

Hill, Jessie L., Budget Stretchers

Illustrated, some vocabulary control, published for use with Bureau of Indian Affairs classes -- reading, arithmetic, personal adjustment

5. The Editorial Staff, Steps to Learning. Austin, Texas: The Steck Co., 1965.

Oral language, alphabet, sight vocabulary, phonetic and structural analysis, content built around work and recreational activities of adults -- reading, handwriting, arithmetic, personal adjustment

6. Educational Division, Reader's Digest Services, Pleasantville, New York. Reading Skill Builders

Level I	Book 1
	Book 2
Level II	Book 1
	Book 2
	Book 3
Level III	Book 1
	Book 2
	Book 3

Well graded, exercises and check tests included -- reading

12 Book Series of Adult Readers

Second Chance -- 1964 (1-2)
Mystery of the Mountains -- 1964 (1-2)
Send for Red -- 1964 (1-2)
Workers in the Sky -- 1964 (1-2)
Men Who Dare the Sea -- 1965 (2-3)
Santa Fe Traders -- 1965 (2-3)
Valley of 10,000 Smokes -- 1965 (2-3)
A Race to Remember -- 1965 (2-3)

Excellent adult content, exercises included at end of each story, emphasis on word recognition by sight and context, structural analysis, comprehension -- reading

7. Federal Textbooks on Citizenship

On the Way to Democracy Book 1. (Form M-10) Washington: Superintendent of Documents. Revised 1963.

Rights of the People Book 1. (Form M-14) Washington: Superintendent of Documents. Revised 1963.

The Business of Our Government Book 1. (Form M-18) Washington: Superintendent of Documents. Revised 1963.

Laws for the Nation Book 1. (Form M-22) Washington: Superintendent of Documents.

Our Constitution Lives and Grows Book 1. (Form M-26) Washington: Superintendent of Documents.

Written for naturalization classes, readily adapted, companion volume for helper, controlled vocabulary and sentence length -- reading, personal adjustment, citizenship

8. Guyton, Mary L. and Kielty, Margaret E., From Words to Stories. New York: Noble and Noble Publishers, Inc., 1951.

Basic vocabulary of 144 words, English for foreign born, introductory level -- reading, personal adjustment

9. Henderson, Ellen C. and Henderson, Twila L., Learning to Read and Write. New York: Holt, Rinehart and Winston, Inc., 1965.

Emphasis on grapheme-phoneme relationship, teacher's manual, sight words, consonants, vowels, phonetic and structural analysis, adult interest good -- reading, handwriting, personal adjustment, arithmetic

10. Henney, R. Lee, System for Success Book 1. Chicago: Educational Opportunities Project, Follett Publishing Company, 1964.

"Family" phonics approach, capitalization, punctuation, abbreviations, sentence structure, writing letters, completing application forms -- reading, arithmetic

11. Home and Family Life Series

Griffen, Ella Washington, Three Instructional Tools for Teachers. New London, Connecticut: Arthur C. Croft Publications, 1960.

_____, Reading Placement. New London, Connecticut: Educator's Washington Dispatch, 1949.

Mitchell, Eva Cornelia and Murphy, Marion McCown, Language Workbook: A Workbook in Simple Language Arts. New London, Connecticut: Arthur C. Croft Publications, 1950.

Bright, Emma Lewis and Mitchell, Eva Cornelia, A Day with the Brown Family. New London, Connecticut: Arthur C. Croft Publications, 1949.

Bright, Emma Lewis and Mitchell, Eva Cornelia, The Browns at School. New London, Connecticut: Arthur C. Croft Publications, 1949.

_____, The Browns and Their Neighbors. New London, Connecticut: Arthur C. Croft Publications, 1949.

_____, Making a Good Living. New London, Connecticut: Arthur C. Croft Publications, 1949.

Mitchell, Eva Cornelia, Workbook in Learning to Read Better. New London, Connecticut: Arthur C. Croft Publications, 1950.

Manuscript and cursive writing, alphabet, dictionary skills, whole word approach, illustrations, some vocabulary control, family situations -- reading, handwriting, personal adjustment, citizenship

12. Instructional Materials. 259 East Erie Street, Chicago: Science Research Associates.

Reading Laboratory I (word games)
" " Ia
" " Ib
" " Ic
" " IIa
" " IIb
" " IIc

Written for regular school populations, has application for adult training, self pacing, well sequenced, good skill coverage -- reading

13. Laubach, Frank C., Building Your Language Power, Morristown, New Jersey: Silver Burdett Co., 1965.

Series of six programed workbooks, phonics approach -- reading, handwriting

14. Laubach, Frank C., Streamlined English. New York: The Macmillan Co., 1955.

_____, Charts and Stories. Syracuse, New York: New Readers Press, 1963.

_____, Lesson Plans for Streamlined English. Syracuse, New York: New Readers Press, 1962.

_____, Teacher's Guide for Charts and Stories. Syracuse, New York: New Readers Press, 1963.

Laubach, Frank C., Writing Book for Charts and Stories, Syracuse, New York: New Readers Press, 1964.

Thirty lessons using the Laubach method, each lesson introduces a new sound, phonics, picture association technique, reading, handwriting, basic vocabulary of approximately 1,100 words -- reading, handwriting

15. National Association of Public School Adult Educators, Operation Alphabet, T. V. Home Study Book. Washington, D.C.: NAPSAE, 1962.

100 lessons designed to accompany the home T. V. course, may be used independently, reading and manuscript writing, illustrated, sight vocabulary, needs supplementation -- reading, handwriting, personal adjustment

16. National Citizenship Education Program, Literacy Reader, the Day Family, Book 1. Washington: Superintendent of Documents, 1944.

_____, Literacy Reader, the Day Family, Book II, Washington: Superintendent of Documents, 1943.

_____, The Gardners Become Citizens, Book 1, Washington: Superintendent of Documents, 1943.

Moves from simple word level to sentence and paragraph reading, written for naturalization programs -- reading, personal adjustment, citizenship

17. News for You Level AA, ed. Robert S. Laubach, Syracuse, New York: New Readers Press.

News for You Level A, ed. Robert S. Laubach, Syracuse, New York: New Readers Press.

News for You Teacher's Guide, ed. Robert S. Laubach, Syracuse, New York: New Readers Press, 1963-4.

Weekly adult newspaper, elements of basic reading skills emphasized, functional use of reading -- reading, personal adjustment

18. Owens, A. A. and Sharlip W., Elementary Education for Adults, Philadelphia: John C. Winston Co., 1950.

Workbook-text, vocabulary development -- reading, personal adjustment

19. Richards, I. A. and Gibson, C. M., A First Workbook of English, Cambridge, Mass.: English Language Research, Inc., 1946.

_____, English Through Pictures, New York: Pocket Books Inc., 1952.

_____, Words on Paper, Cambridge, Mass.: English Language Research, Inc., 1943.

500 basic words with meanings illustrated through pictures, English as a foreign language -- reading, oral language development

20. Robertson, M. S., Adult Reader, Austin, Texas: The Steck Co., 1964.

Work type exercises, vocabulary review, whole word approach, based on events in one family's daily life, rural orientation -- reading, handwriting, personal adjustment

21. Smith, Edwin H. and Lutz, Florence Rader, My Country, Austin, Texas: The Steck Co., 1956.

Basic vocabulary of 206 words, systematic program of word-attack in 24 lessons, workbook exercises, check tests, controlled vocabulary, word attack skills, basic sight vocabulary -- reading, handwriting, personal adjustment, citizenship

22. Smith, Harley A. and King, Ida Lee, I Want to Read and Write, Austin, Texas: The Steck Co., 1950.

Basic vocabulary of 291 words from basic readers and words used to express adult needs, rural-suburban orientation, sight vocabulary, phonics and structural analysis, some teaching suggestions -- reading, handwriting, personal adjustment

23. Stone, Clarence R. and Burton, Ardis E., New Practice Readers, Book A, St. Louis: Webster Publishing Co., 1960.

Text-workbook, readiness exercises followed by comprehension -- vocabulary test, reading

24. TMI -- Grolier, First Steps in Reading for Meaning, New York: Teaching Materials Corporation, A Division of Grolier, Inc., 1963. (programmed material)

Written primarily for children, pre-primer level, requires tutor in initial stages, phonics, basic words -- reading

25. TMI -- Grolier, Spelling -- Vol's 1, 2 and 3, New York: Teaching Materials Corporation, A Division of Grolier Inc., 1962. (programmed materials)

Pre and post tests, self pacing, requires beginning reading ability -- reading, spelling

26. U. S. Armed Forces Institute Materials

Harding, Lowry and Burr, James B., Men in the Armed Forces, MB001, Washington, D.C.: Superintendent of Documents, 1956.

_____, Reading in the Armed Forces: A Teaching Guide, MB001.42, Washington, D.C.: Superintendent of Documents, 1956.

_____, Servicemen Learn to Read, Practice Book Numbers I & II, MB001.2, Washington, D.C.: Superintendent of Documents, 1956.

Study Cards for Use with MB001, MB001.2, MB001.3.

Comprehension checks, service oriented content, sentence and whole word approach -- reading, handwriting, personal adjustment

27. United States Department of Health, Education and Welfare, Joe Wheeler Finds a Job and Learns About Social Security, Washington: Superintendent of Documents, 1964.

Consumable, exercises on word study, comprehension questions, illustrated -- reading, personal adjustment

II. INTERMEDIATE LEVEL

1. Abramowitz, Jack, Study Lessons in America History Unit 1 How America Became a Nation, Chicago: Follett Publishing Co, 1964.

   _____, The New Nation Is Launched, Chicago: Follett Follett Publishing Co., 1964.

   Word lists, comprehension checks, outlining, main idea, vocabulary development -- reading, citizenship

2. Cass, Angelica W., How To Become a United States Citizen, New York: Noble and Noble Publishers, Inc., 1963.

   Crothers, George D., American History, New York: Holt, Rinehart and Winston, Inc., 1964.

   English as a second language -- reading, personal adjustment, citizenship

3. Cass, Angelica W., Your Family and Your Job, New York: Noble and Noble Publishers, Inc., 1948.

   Rosenfield, Jeanette B. and Cass, Angelica W., Write Your Own Letters, New York: Noble and Noble Publishers, Inc., 1964.

   English as a second language, primarily vocabulary development, mechanics and practice in writing business and social letters, filling out business forms -- reading, handwriting, personal adjustment

4. Dixon, Robert S. The USA, The Land and the People, New York: Regents Publishing Co., Inc., 1959.

   English as a second language -- reading

5. Educational Division, Reader's Digest Services, Inc., Pleasantville, New York.

   Reading Skill Builders
   Level IV — Book 1
   Book 2
   Book 3

Level V	Book 1
	Book 2
	Book 3
Level VI	Book 1
	Book 2
	Book 3

Science Reader
- Orange Book
- Green Book
- Red Book
- Blue Book

12 Book Series of Adult Readers
- I Fell 18,000 feet -- 1965 (3-4)
- What's on the Moon? -- 1965 (3-4)
- First at the Finish -- 1965 (3-4)
- Guides to High Adventure -- 1965 (3-4)

See I-6

6. Federal Textbooks on Citizenship

Hervey, John M., Our Constitution and Government. Federal Textbook on Citizenship. Washington: Superintendent of Documents, 1955.

On the Way to Democracy Book 2. (Form M-11)

Rights of the People Book 2. (Form M-15)

The Business of Our Government Book 2 (Form M-19)

Laws for the Nation Book 2 (Form M-23)

Our Constitution Lives and Grows Book 2. (Form M-27)

See I-17

7. Grover, Charles C. and Anderson Donald G., New Practice Readers, Book B., St. Louis, Mo.: Webster Division, McGraw-Hill Book Co., 1962.

Stone, Clarence R., New Practice Readers, Book C., St. Louis, Mo.: Webster Division, McGraw-Hill Book Co., 1962.

Stone, Clarence R., Grover, Charles C. and Anderson, Donald G., New Practice Readers, Book E., St. Louis, Mo.: Webster Division, McGraw-Hill Book Co., 1962.

Stone, Clarence R., and Grover, Charles C., New Practice Readers Book D., St. Louis, Mo.: Webster Division, McGraw-Hill Book Co., 1962.

Vocabulary review, taking tests, how to study, reading rate, see I-23 -- reading

8. Herber, Harold L., Learning Your Language Series, Conflict and Courage, Book 1, Chicago: Follett Publishing Co., 1964.

_____, Escape to Danger, Book 2, Chicago: Follett Publishing Co., 1964.

_____, Folk Tales and Folk Songs, Book 3, Chicago: Follett Publishing Co., 1964.

Word analysis and meaning, main idea, reading interpretation, written for adolescents -- reading

9. Instructional Materials. 259 East Erie Street, Chicago, Illinois: Science Research Associates.

Reading Laboratory (Elementary Education)
" " IIIa
" " IIIa (1964)
" " IIIb
Reading for Understanding -- General Edition
Reading for Understanding -- Junior Edition
Spelling Word Power IIb
" " " IIc
" " " IIIa
New Rochester Occupational Reading Series, Level I, Level II, and Level III.

See I-12

10. Leavell, Ullin W. and Via, Betty Davis, New Goals in Reading, Austin, Texas: The Steck Co., 1960.

Word analysis, dictionary, experience in test taking, glossary, comprehension and vocabulary checks, developed for regular school populations -- reading ,handwriting

11. News for You Level A, ed. Robert S. Laubach, Syracuse, New York: New Readers Press.

News for You Teacher's Edition, Ed. Robert S. Laubach, Syracuse, New York: New Readers Press, 1963-64.

News for You Level B, ed. Robert S. Laubach, Syracuse, New York: New Readers Press.

See I-17

12. Robertson, M. S., Learning and Writing English Book 1, Austin, Texas: The Steck Co., 1950.

    Cursive writing of letters and numbers, dictionary skills, includes over 100 rules and generalizations, alphabet, punctuation, grammar, oral language -- reading, handwriting, personal adjustment

13. Shawn, Bernard, Foundations of Citizenship, Books 1 & 2. Phoenix, New York: Frank E. Richards, 1963.

Hudson, Margaret W. and Weaver, Ann A., Getting Ready for Payday Series, Checking Accounts, Phoenix, New York: Frank Richards, 1963.

_____, Savings Accounts, Phoenix, New York: Frank Richards, 1963.

_____, Planning Ahead, Phoenix, New York: Frank Richards, 1963.

Mooney, Thomas J., The Getting Along Series, After School Is Out, Phoenix, New York: Frank E. Richards, 1963.

_____, Al Looks for a Job, Phoenix, New York: Frank E. Richards, 1964.

_____, On the Job, Phoenix, New York: Frank E. Richards, 1964.

Corcoran, Eileen L., Rights and Duties of Citizens, Phoenix, New York: Frank E. Richards, 1964.

Hudson, Margaret and Weaver, Ann A., I Want A Job, Phoenix, New York: Frank E. Richards, 1964.

Vocabulary development, interesting to adults, family, community, getting a job, taxes, citizenship, etc. -- reading, personal adjustment, handwriting, arithmetic

14. Smith, Harley A. and King, Ida Lee, How to Read Better, Austin, Texas: The Steck Co., 1952.

    Workbook exercises on vocabulary building, following directions, interpretation, practice in taking tests, biographical sketches, history, science and folk tales -- reading, handwriting

15. Smith, Harley and King, Ida Lee, I Want to Learn English, Austin, Texas: The Steck Co., 1951.

    Intended to follow I-22, basic communication skills, written and oral language, dictionary -- reading, handwriting

16. U.S. Armed Forces Institute Materials

    Dale, Edgar, Stories for Today. MC002 Washington: Superintendent of Documents, 1954.

    _____, Instructor's Course Outline, Reading and Language Development, Grade Level 4. MC002.4 Washington: Superintendent of Documents, 1954.

    _____, Test Your Language Skill. C002.2 Washington: Superintendent of Documents, 1953.

    _____, Stories Worth Knowing. C003 Washington: Superintendent of Documents, 1954.

    _____, Use Your Language Tools. MC003.2 Washington: Superintendent ofDocuments, 1954.

    _____, Instructor's Course Outline Fifth Grade Reading and Other Language Skills, MC003.4 Washington: Superintendent of Documents, 1955.

    _____, New Flights in Reading. MC004 Washington: Superintenden of Documents, 1964.

    _____, Know Your English Workbook. C004.2. Washington: Superintendent of Documents, 1960.

    _____, New Flights in Reading Instructor's Guide. MC004.4 Washington: Superintendent of Documents, 1956.

    Comprehension checks, word lists, reading and language skills, spelling, variety of exercises -- reading, handwriting, personal adjustment

17. Weinhold, Clyde E., English. New York: Holt, Rinehart and Winston, Inc., 1962.

Basic instruction in American English, language skills, sentence structure, punctuation, writing letters, vocabulary -- reading, writing

III. ADVANCED LEVEL

1. Abramowitz, Jack, American History Study Lessons, Unit 1, From Colonial Times to Independence, Chicago: Follett Publishing Company, 1963.

   The Constitution, Unit 2, 1963.

   The Growing Nation, Unit 3, 1963.

   The Change and Crisis in American Life, Unit 4, 1800-1861, 1963.

   The Civil War and Reconstruction, Unit 5, 1963.

   Changing America Since 1865, Unit 6, 1963.

   American Politics -- 1865-1960, Unit 7, 1963.

   American Foreign Policy, Unit 8, 1963.

   Problems of American Democracy, Unit 9, 1963.

   Vocabulary, comprehension, reading rate, content reading skills -- reading, personal adjustment, citizenship

2. Abramowitz, Jack, Documents of Freedom, Chicago: Follett Publishing Co., 1964.

   _____, Declaration of Independence and Bill of Rights, 1964.

   Comprehension, vocabulary -- reading, personal adjustment, citizenship

3. Bohlman, Edna McCaull, Democracy and its Competitors, Columbus, Ohio: Charles E. Merrill Books, Inc., 1962.

   Illustrated, comprehension test, glossary -- reading, personal adjustment, citizenship

4. Cass, Angelica W., How to Be a Wise Consumer, New York: Oxford Book Co., 1959.

   Basic economics of spending -- reading, personal adjustment

5. Cass, A. W., Hayes, M. T., and Thomas, L. A., First Patrol and Other Stories, Level A, Reader's Digest Adult Education Reader, New York: Reader's Digest Services, Inc., 1954.

   Adaptations from the Digest, consumer education topics, health, use of leisure time, etc., vocabulary and comprehension--reading, personal adjustment

6. Crabtree, Arthur, You and the Law, New York: Holt, Rinehart and Winston, 1964.

   Rights and responsibilities of citizenship -- reading, personal adjustment, citizenship

7. Dixon, Robert, American Classics, New York: Regents Publishing Co., 1954.

   Adapted and simplified classics, vocabulary and comprehension questions, includes House of Seven Gables, The Gold Bug, Outcasts of Poker Flats, etc. -- reading

8. Dixson, Robert S., and Fox, Herbert, The U.S.A. Men and History, New York: Regents Publishing Co., 1960.

   Vocabulary, comprehension -- reading, personal adjustment, citizenship

9. Educational Division, Reader's Digest Services, Inc., Pleasantville, New York.

   Advanced Reading Skillbuilders Book 1
   " " " Book 2
   " " " Book 3
   " " " Book 4

   Help Yourself to Improve your Reading Part 1 and 2.

   See I-6.

10. Federal Textbooks on Citizenship

    On the Way to Democracy Book 3 (Form M-12).

    Rights of the People Book 3 (Form M-16).

    The Business of Our Government Book 3 (Form M-20).

Laws for the Nation Book 3 (Form M-24).

Our Constitution Lives and Grows Book 3 (Form M-28).

See I-17

11. General Programmed Teaching Corporation, How a Bill Becomes Law, Albuquerque, New Mexico: Ginn and Co., 1963. (programed material)

_____, The Constitution.

Programed format -- reading, personal adjustment, citizenship

12. Instructional Materials, 259 East Erie Street, Chicago, Illinois: Science Research Associates.

Reading Laboratory IIIa
Reading Laboratory IIIa (1964)
Reading Laboratory IIIb
Reading Laboratory IVa
Reading for Understanding -- General Edition
Reading for Understanding -- Senior Edition
Words Program
Spelling Word Power IIb
" " " IIc
" " " IIIa

See I-12

13. Kottmeyer, W., Our Constitution and What it Means, St. Louis: Webster Publishing Co., 1961.

Programed -- reading, personal adjustment, citizenship

14. Money Management Institute of Household Finance Corporation, Money Management Series, 13 titles, Chicago: Household Finance Corporation.

Pertinent topics, useful information, film strips also available -- reading, personal adjustment

15. Monroe, Heath, Great American Series, Vol's I-X, 1957-62, Menlo Park, California: Pacific Coast Publishers.

Reference material, illustrated -- reading

16. Portewood, T. B., and Portewood, M.E., Our Democracy, Austin, Texas: The Steck Co., 1953.

Relationship between the individual and government, tests, study exercises -- reading, citizenship

17. Varnado, Jewel, English Essentials, Austin, Texas: The Steck Co., 1964.

Review of language skills, vocabulary and spelling -- reading

IV. ARITHMETIC AND MATHEMATICS

The following materials include instruction in arithmetic and mathematics from initial number concepts and arithmetical operations to seventh and eighth grade level. For the most part, the materials are built around the immediate needs of the adult involving him in situations which require that he know and use mathematical processes.

1. Brice, Edward W., Arithmetic, New York: Holt, Rinehart and Winston, Inc., 1963.

2. Dublin, Lewis, The Blue Book of Arithmetic, New York: Regents Publishing Co., Inc., 1963.

   _____, The Blue Book of Business Mathematics, New York: Regents Publishing Co., Inc., 1963.

3. Henney, R. Lee, Systems for Success Book 1, Chicago: Follett Publishing Co., 1965.

4. Home and Family Life Series

   Bright, Emma Lewis and Mitchell, Eva Cornelia, Workbook in Arithmetic, New London, Connecticut: Arthur Croft Publications, 1950.

   Griffin, Ella Washington, Manual of Instructions for Arithmetic Workbook, New London, Connecticut: Arthur Croft Publications, 1950.

   Adams, Alice D., Teacher's Answer Book to Workbook in Arithmetic, New London, Connecticut: Arthur Croft Publications, 1953.

5. Lasley, Sidney S. and Mudd, Myrtle F., Arithmetic In Life and Work, Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1958.

6. Peters, M., Going Places with Mathematics, Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1960.

7. Schorling, Raleigh et al., Learning to Compute Books I and II, Yonkers-On-Hudson, New York: World Book Co., 1940.

8. Shea, James T., Working with Numbers, Austin, Texas: The Steck Co., 1954.

9. TMI--Grolier, Elementary Arithmetic: Addition and Subtraction Facts, New York: Teaching Materials Corporation, A Division of Grolier, Inc., 1962.

Multiplication and Division Facts -- Vol's 1 and 2, 1961.

Fractions -- Basic Concepts -- Vol's 1 and 2, 1962.

Decimal Numbers -- Vol's 1 and 2, 1961.

10. U. S. Armed Forces Institute Materials

A 030 Arithmetic For Everyday Life, Parts 1,2,3, Text, Washington, D.C.: Superintendent of Documents.

A 031 Arithmetic for Everyday Life, Part 4 Text, Washington, D.C.: Superintendent of Documents.

B 032 Arithmetic for Everyday Life, Part 5 Text, Washington, D.C.: Superintendent of Documents.

B 033 Arithmetic for Everyday Life, Part 6 Text, Washington, D.C.: Superintendent of Documents.

A 034 Basic Arithmetic 1, Part 7 Text and Workbook, Washington, D.C.: Superintendent of Documents

A 035 Basic Arithmetic II, Part 8 Text and Workbook, Washington, D.C.: Superintendent of Documents.

C 150 Review Arithmetic, Textbook 1, Washington, D.C.: Superintendent of Documents.

C 151 Mathematics To Use (Text), Washington, D.C.: Superintendent of Documents.

C 152 Mathematics To Use (Text), Washington, D.C.: Superintendent of Documents.

11. Wallace, Mary C., Figure It Out, Chicago: Follett Publishing Co., 1965.

V. PROFESSIONAL REFERENCES

1. Adult Education Council of Greater Chicago, An Investigation of Materials and Methods for the Introductory Stage of Adult Literacy Education, Chicago, Illinois, 1964.

Includes a bibliography of professional references and basic materials for beginning level, observations and discussion of methods

2. Allen, Harold B. (ed.), Teaching English as a Second Language, New York: McGraw-Hill, 1965.

Collection of 50 articles written by linguists in Britain and the U.S. on theories and techniques of teaching English to speakers of other languages, selected and arranged according to the basic needs of the classroom teacher

3. Barnes, R. F. and Hendrickson, A.A., A Review and Appraisal of Adult Literacy Materials and Programs, Cooperative Research Project G-029, Columbus, Ohio: Ohio State University Research Foundation, 1965.

Describes site visits made to literacy and basic education programs, includes a review of pertinent literature and provides an extensive bibliography of available literacy materials with descriptive annotations and evaluation.

4. Board of Education of the City of New York, Teaching English as a New Language to Adults, Curriculum Bulletin No. 5, New York: Board of Education, 1964.

Graded levels of instruction, includes methods and content

5. Bou, I. Rodriguez, Suggestions for the Preparation of Reading Matter. Occasional Papers in Education, No. 2, Paris: UNESCO, 1949.

Suggests designing materials to meet adult interests, needs and problems, examines adult psychology and the reading process, developing norms for the evaluation of reading materials, bibliographies included.

6. Brice, Edward, Minnis, Roy, Henderson, Ellen, Teaching Adults the Literacy Skills, Washington, D.C.: General Federation of Women's Clubs, 1962.

Suggests techniques for preparation of volunteers to teach reading, writing, language structure and arithmetic

7. Cass, Angelica W., Adult Elementary Education, New York: Noble and Noble, 1956.

Identifies needs, problems, objectives, methods & practices in adult basic education

8. Chicago Board of Education, Basic English (Teacher's Manual), Chicago: Board of Education, 1962.

Curriculum guide includes sight vocabulary, development of word recognition, comprehension, rate, dictionary use

9. D'Amico, Louis, Fattu, Nicholas and Standlee, An Annotated Bibliography of Adult Literacy Materials, Bloomington, Indiana: Indiana Institute of Educational Research, Indiana University, 1964.

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10. Goldberg, Samuel, Army Training of Illiterates in World War II, New York: Teachers College, Columbia University, 1951.

Complete description of service program including selection procedures, material preparation, evaluation, and psychological and educational characteristics

11. Gray, W. S., The Teaching of Reading and Writing: An International Survey, Chicago: Scott, Foresman and Co., 1956.

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12. Moore, C. D. and Henrickson, A., Annotated Bibliography of Materials for Teachers of Americanization and Literacy Classes, Columbus, Ohio: Bureau of Educational Research and Service, The Ohio State University, 1958.

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13. Mott Adult Reading Center, Teaching Adults to Read, Flint, Michigan: Flint-Marc Publishing Co., 1964.

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14. Report of the Task Force on Adult Basic Education Instructional Materials and Related Media, Washington: U. S. Department of Health, Education, and Welfare, 1964.

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15. Smith, Edwin H. and Smith, Mary P., Teaching Reading to Adults, Washington: National Association of Public School Adult Educators, 1962.

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17. The University of the State of New York, Adult Basic Education Teaching and Study Materials, Bulletin No. 4, Albany, New York: Bureau of Adult Education, 1965.

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18. Wallace, Mary C., Literacy Instructor's Handbook, Chicago: Follett Publishing Co., 1965.

Limitations and problems of the undereducated adult, philosophy and principles of teaching, teaching techniques in reading, spelling, English, arithmetic and citizenship

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Annotated bibliography provides extensive coverage of materials for U.S. and foreign literacy programs, professional leadership development and information sources

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